

ADMINISTRATIVE — INTERNAL USE ONLY

DATE RECEIVED  
85-0779DDA EMERGENCY  
FILE: 45-1

MEMORANDUM FOR: See Distribution

FROM:

[redacted]  
Chief, Headquarters Operations, Maintenance  
and Engineering Division, OLSUBJECT: Responsibilities of Senior Support Officers at  
Agency-Occupied External Buildings During  
Emergencies

REFERENCES:

A. Memorandum from DDA, dated 21 November  
1984, Subject: Agency Emergency Support  
Plan (OL 10289-84)B. [redacted] dated 30 October 1984,  
Agency Emergency Support Plan

1. In Reference A you were advised by the Deputy Director for Administration (DDA) that you were designated as the emergency coordinator for your building during emergency situations which required activation of the Emergency Support Center. (Please see Reference B for information regarding the Agency Emergency Support Plan.)

2. The Chief, Headquarters Operations, Maintenance and Engineering Division, OL, as head of the Emergency Support Center, is the single emergency coordinator for support to all Agency employees and components during an emergency. However, you are responsible for requisitioning from the Building Services Branch, HOME/OL and storing (so that they will be readily accessible) any cots, sleeping bags, sheets, blankets, pillows, pillowcases, and/or rations which you feel might be required in emergency situations.

3. Very limited government transportation will be provided from home to office for designated key employees as outlined in Reference B. In general, Agency employees are responsible for their own transportation during emergencies.

4. Although there is a DDA Emergency Procedures handbook, we are unaware of a plan for each of the outlying buildings. It is suggested that you prepare specific guidelines to be followed at your building during emergency situations.

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OL 10039-85

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SUBJECT: Responsibilities of Senior Support Officers at  
Agency-Occupied External Buildings During Emergencies

STAT 5. If you have any questions in this regard, please call  
the undersigned on extension

STAT

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- 1 - C/SS/OMS
- 1 - C/CD/SD/OL
- 1 - DC/P&PD/OL
- 1 - Building Manager, NWFCU
- 2 - DDA
- 1 - C/IMSS/OL
- 1 - OL Reader
- 1 - OL/HOME Official
- 1 - OL/HOME Chrono

STAT OL/HOME:  (1 Mar 85)

~~ADMINISTRATIVE~~ -2 INTERNAL USE ONLY

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REFERENCE  
A

21 November 1984

MEMORANDUM FOR: See Distribution

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Agency Emergency Support Plan

REFERENCE: [redacted] dated 30 October 1984  
STAT Same Subject

This is to confirm that you have been designated as the emergency coordinator for your building under the direction of the Chief, Headquarters Operations, Maintenance and Engineering Division. The Emergency Support Center will be located in Room 1J45 Headquarters Building and can be contacted on extension [redacted]. The Center will be the focal point of contact during emergencies. This is an important activity in support of Agency personnel, and your cooperation and participation are appreciated.

STAT [redacted]

STAT Harry E. Fitzwater

Unclassified when separated  
from attachments

OL 10289-84

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